

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-75

OPEN TO: All interested candidates
TITLE: Administrative Management Clerk
GRADE: FSN-5 (Rs. 501,297 p.a. to Rs. 901,141 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: May 24, 2011
CLOSING DATE: June 6, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Communications and Records (C&R) Supervisor, the incumbent is responsible for daily receipt, processing, registration, distribution and dispatch of unclassified incoming and outgoing correspondence and mail, including local and international periodicals. Assists the C&R Supervisor to implement the USAID/Pakistan Records Management Program, ensuring technical assistance for the Mission's file custodians and participating in the procedures associated with inactive files' retirement and disposal; maintains the C&R chronological files and mail-related documentation. Manages reproduction services and performs processing and distribution of phone bills and invoices. Assumes information services and other duties of the C&R Assistant in his/her absence.

QUALIFICATION REQUIRED:

EDUCATION: Completion of higher secondary school (twelve years of education) is required.

EXPERIENCE: A minimum of two years' experience in administrative area is required, including correspondence and mail management functions. At least one year must have been with a foreign or international organization is desired.

LANGUAGE: Level III English (good working knowledge of speaking, reading and writing) is required. Level IV (fluent written and oral) Urdu is also required.

KNOWLEDGE: The incumbent must have a thorough knowledge of regulations on correspondence and records control, mail handling instructions, and requirements of the external and internal directives regarding information services. Must have clear understanding of mail and record management related policy and procedures, as well as the organization, functions, personnel, practices. Must be fully acquainted with the services of local post offices and express mail centers, and vendors, providing the periodicals' delivery.

ABILITIES & SKILLS: The incumbent must have obvious management skills to coordinate and control the correspondence and mail operations by analyzing existing systems and procedures. Must be tactful yet effective in explaining the requirements and procedures related to correspondence, mail and records management. Sound skills in computer software and electronic information handling are required: Windows, MS Word, MS Excel, Outlook, Internet and Intranet, etc. Knowledge of operating office equipment (fax, copier, scanner, etc.) is necessary. Valid driver's license is highly desirable for mail delivery from the Mail Room to different offices. Besides, it is essential to have good communication skills, ability to establish harmonious relationships with colleagues and to work under pressure, as well as to be highly organized, strong customer service oriented and self-starter.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 6, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.